

16 OCTOBER 1984

25X1 MEMORANDUM FOR:



FROM:

SUBJECT: NEW 1985 MBO'S

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CONFIDENTIAL

NEW 1985 OFFICE LEVEL OBJECTIVES ARE AS FOLLOWS:

A. EXPLORE AVAILABLE AND EMERGING METHODS FOR IMPROVED
DISSEMINATION CONTROL OF CLASSIFIED DOCUMENTS.

B. CONDUCT A BASE LINE SURVEY OF ALL P&PD REQUIREMENTS AND
ESTABLISH BENCHMARKS FOR CURRENT CAPABILITY. THE RESULTS OF THE
SURVEY WILL BE USED TO GAGE ANTICIPATED IMPACT OF THE OPENING OF
THE NEW HEADQUARTERS BUILDING AND TO CATEGORIZE SOME WORK AS A
POTENTIAL FOR CONTRACTING OUT.

C. UPGRADE EXISTING COMPUTER GRAPHIC INTERFACES TO ENABLE P&PD
DESIGNERS TO ELECTRONICALLY CAPTURE AND ENHANCE CUSTOMER DESIGN
REQUESTS INITIATED ON VM-TYPE TERMINALS.

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END OF DOCUMENT

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DATE: OCTOBER 5, 1984

25X1'E TO:

SUBJECT: COMPULSORY FY-85 DL OBJECTIVE

DAVE:

IN RESPONSE TO DAN'S INSTRUCTION OF 4 OCT., THE FOLLOWING OBJECTIVE
IS OFFERED BY THIS STAFF:

NAP/OCL

BY THE END OF FY-85, GAIN APPROVAL FOR AND INSTITUTE
COMMUTER SHUTTLE BUS SERVICE BETWEEN HEADQUARTERS AND
THE ROSSLYN AND/OR BALLSTON METRO STATION(S). COMBINE
THIS ACTION WITH AN AGGRESSIVE ADVERTISING CAMPAIGN TO
MAXIMIZE EMPLOYEE UTILIZATION OF THIS SERVICE.

ADMINISTRATIVE - INTERNAL USE ONLY

END OF DOCUMENT

STAT

9 OCTOBER 1984

25X1
MEMORANDUM FOR: 
FROM:
SUBJECT: LOG PLANNING CONFERENCE

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PAGE 2

FP 1987 Funding Initiative
ON Demand Photo Print
1988 ISSUES A. ~~ON ERASHE PHOTO PRINT~~ PROCESS FOR B&W AND COLOR -
IN ORDER TO MEET IMMEDIATE SATISFACTION OF CUSTOMER REQUIREMENTS

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FP 1988 Office System
~~1988 FUNDING~~ A. TO EXPLORE AND RESEARCH AVAILABLE AND EMERGING
METHODS FOR IMPROVED DOCUMENT DISSEMINATION AND ACCOUNTABILITY.
THIS OBJECTIVE SEEKS TO INCREASE NUMBERING CAPABILITY FOR
CLASSIFIED DOCUMENTS AND TO PROVIDE CUSTOMIZED CONTROL OF
INFORMATION FOR SELECTED "EXECUTIVE" LEVEL DISTRIBUTION. B. TO
CONDUCT AN AGENCY-WIDE SURVEY OF PUBLICATIONS, PRINTING,
DUPLICATING, PHOTOGRAPHIC, *and* GRAPHIC REQUIREMENTS IN ORDER
TO DETERMINE CHANGES IN REQUIREMENT, WHICH WILL IMPACT THE DIVISION
WITH THE OPENING OF THE NEW BUILDING, AND CHANGES IN REQUIREMENTS
DUE TO TECHNOLOGICAL ADVANCES AND TRENDS. C. TO UPGRADE
EXISTING COMPUTERGRAPHIC INTERFACES TO ENABLE P&D DESIGNERS TO
ELECTRONICALLY CAPTURE AND ENHANCE ORIGINAL GRAPHIC DESIGNS
PRODUCED BY CUSTOMER IN VM TYPE TERMINALS.

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